

ADMINISTRATIVE - INTERNAL USE ONLY

9 September 1977

OFFICE OF FINANCE NOTICE NO. 21-77

SUBJECT: Payroll Obligations

REFERENCE: para 22a (1)(a)

STATINTL

1. Budget and Fiscal Officers are reminded of the need as contemplated by reference for year-end refinement of obligations based on payroll projections. Each office should be aware that the projections through 30 September will be based upon the actual biweekly payroll for the period ended 24 September, the four-week payroll for the period ended 10 September and the monthly payroll for August. Because of the many variables making up a particular payroll (overtime, holiday pay, EOD's, separations, etc.), consideration should be given to the need for obligation adjustments to recognize significant differences between estimated actual payroll obligations for the remainder of September and the projections.

2. For needed adjustments each component will submit 010 APOD's with appropriate subobject class citations. All such adjustments should be cancelled by the component in October by submission of 050 APOD's inasmuch as exact obligations will be recorded on the basis of the normal payroll rolling process subsequent to 30 September.

3. Because of the significant amounts potentially involved, particular attention should be given to recording appropriate obligations for terminal leave entitlements not paid by the ends of the respective pay periods indicated above. Pay period 20 will be booked in the Agency Financial System as of 29 September 1977. It is worth noting that pay period 20 will automatically create projected FY 1977 obligations equal to 50% of pay period 20. The projections for the four-week payroll and the monthly payroll will be 75% of pay period 10's expenditures and 100% of August expenditures, respectively.

4. This year Compensation Division will expense terminal leave payments to the proper year regardless of the pay period or regardless of pay system involved when effecting payment. This procedure will relieve each office

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concerned of having to prepare adjustment vouchers moving terminal leave expenditures between FY's. You need only to cancel any FY 77 obligations you may have created to cover your office by submitting an Ø5Ø APOD after the beginning of FY 78.

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5. Any questions regarding payroll related obligations and expenditures should be directed to

Acting Director of Finance

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